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**Human
Resources
Personnel**

R

Administration

P

**Courseware
Manual**

A

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HR Personnel Administration Course Overview

The purpose of the HR Personnel Administration (PA) course explains the usage and the processes in AASIS that relate to the Human Resources role. AASIS stands for Arkansas Administrative Statewide Information System and is a business application software system that integrates seamlessly and efficiently with the State's core business functions.

Course Prerequisites

The prerequisite for this course is:

- AASIS Overview and Basic Navigation

Recommended Audience

The recommended audience for this course is:

- Agency, or State Personnel Administration
- Agency, or State Personnel Management
- Agency, or State Personnel Specialist

An agency's employees are its most valuable asset, and employee data plays a critical role in the payment of their salaries. This data aids us in calculating how much the employee should receive each payroll period as determined by position codes, tax deductions, and so forth. The following chapters serve as a step-by-step guide in maintaining records for the employees for Arkansas agencies using the AASIS system.

Along with classroom instruction, this manual aids users in learning to:

- Record the information of new employees using PA40 or PA42.
- Record the information for returning employees via PA40.
- Update and correct master data records.
- Perform Personnel Actions to process changes in pay.
- Perform Personnel Actions to process terminations and changes in position.
- Process leave of absence (LWOP) and return from leave.
- Process employees in the D.R.O.P.
- Record agency Board / Commission Member(s) information.
- Execute HRP A reports.

Additional resources are available in the Appendix of the HRP A courseware located on the AASIS web site.

Integration Points

The AASIS system is unique because it allows Human Resource modules to integrate with each other. The Personnel Administration role ensures the accuracy of employee data entered and maintained in the AASIS system. The Human Resource components enable you to store and administer employee data, including where the employee works, the position the employee holds, and how the employee gets paid.



Benefits. Information entered during the hiring process is critical in determining benefit eligibility, and may trigger automatic enrollment into retirement plans. Employees are enrolled in benefit plans after the hire action has been processed, upon experiencing a family status change, or when employment status changes. The enrollment process uses data from HR master data and state benefit plans. An important integration point is properly completing the *Work Contract* field under *Organizational Assignment* (IT0001). This determines the employee's eligibility for benefits.

Organizational Management. The attributes of the position are maintained in organizational management. Examples of these attributes include Cost Center, Employee Personnel Area, Employee Subgroup, Business Area, and administrator assignments.

Time Management. Time entry is derived from *Planned Working Time* (IT0007), and *Organizational Management* (IT0001). Time is recorded for non-exempt reporting employees through the Cross Application Time Sheet (CAT2). For exempt employees only absences are recorded in CAT2. Leave balance checks are performed online at time of entry. Overtime eligibility validation is performed

during the time evaluation process. After records have been approved, transferred, and evaluated, time is ready for payroll processing.

Payroll. Another important integration point with PA is Basic Pay (IT0008). Payroll simulation must be performed, at a minimum, on a weekly basis to ensure employees are paid correctly. On Monday of pay week (or the morning of the day OPM runs payroll) after time processes have been completed, a payroll simulation must be ran to identify last-minute errors resulting from any master data updates.

General Terminology

The following is a list of general terms used in this training manual.

- **Bi-weekly Schedule of Pay Periods:** The schedule of pay periods distributed by OPM Payroll Systems.
- **Human Resources Coding Guide:** Provides definition of HRPA terminology such as employee area, employee group, work schedule, basic pay, and wage type.
- **Human Resource Master Data:** Employee personnel records used in day-to-day HR functions. Data includes the employee's personnel number, name, address, bank details, etc.
- **Infotype:** Is short for "Information type." AASIS stores all data in infotype records. For example: *Basic Pay* (IT0008), *Bank Details* (IT0009).
- **Personnel Actions:** Represents Human Resource (HR) business processes and procedures. These actions track events (promotions, transfers) during an employee's career with the state.
- **Personnel number:** A number assigned to each employee record throughout the life span of the employee.
- **Transaction code:** A character code used for executing a system transaction. Each transaction or task has an associated transaction code that assists end users in navigating quickly through the AASIS system. An example is *PA40* (Personnel Actions.)




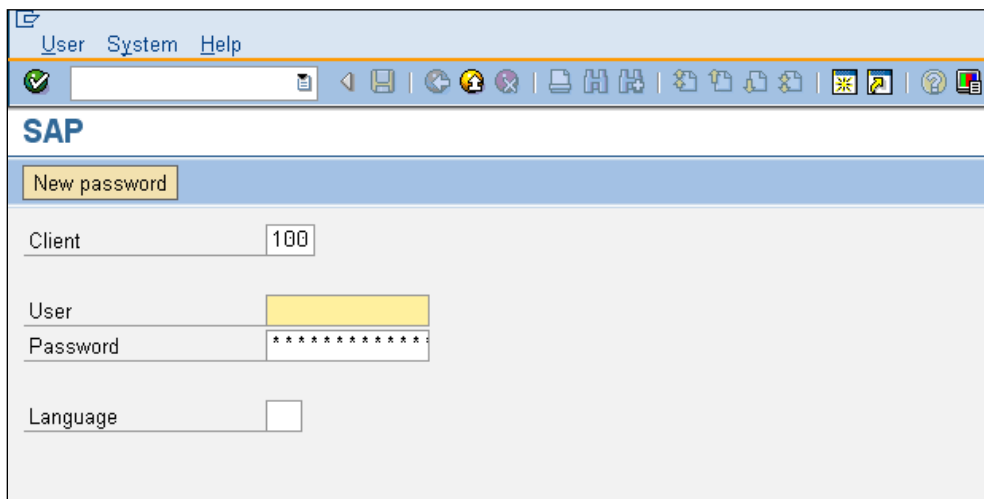
Instructional Tricks and Tips

This icon is used throughout the manual to identify instructional tips and tricks.

Menu Path for Personnel Administration

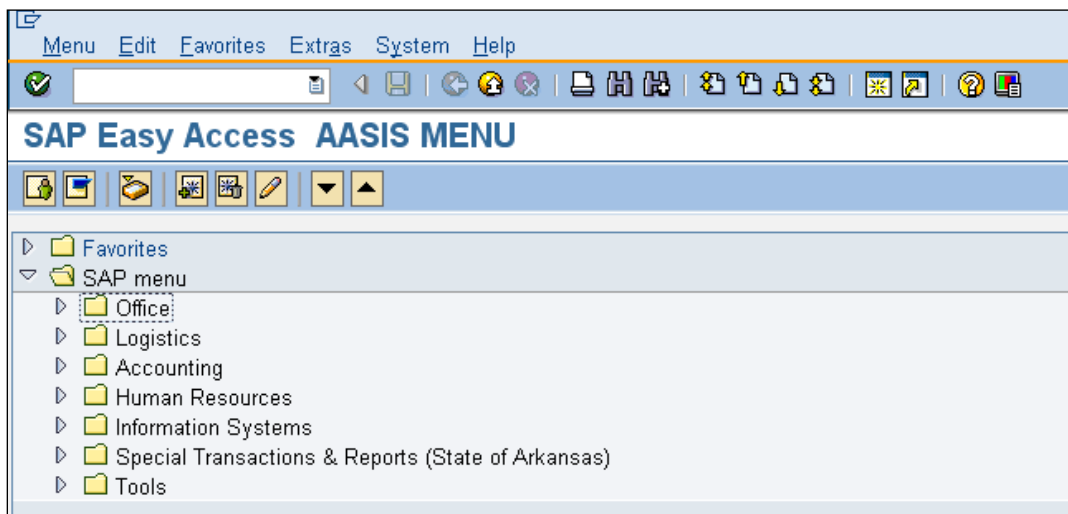
To access the Personnel Administration transaction codes, log into the system by

clicking the SAP icon  on your computer. The *Log In* screen displays and you must enter your User ID and Password. The User ID is assigned by the system after the roles are established in AASIS.



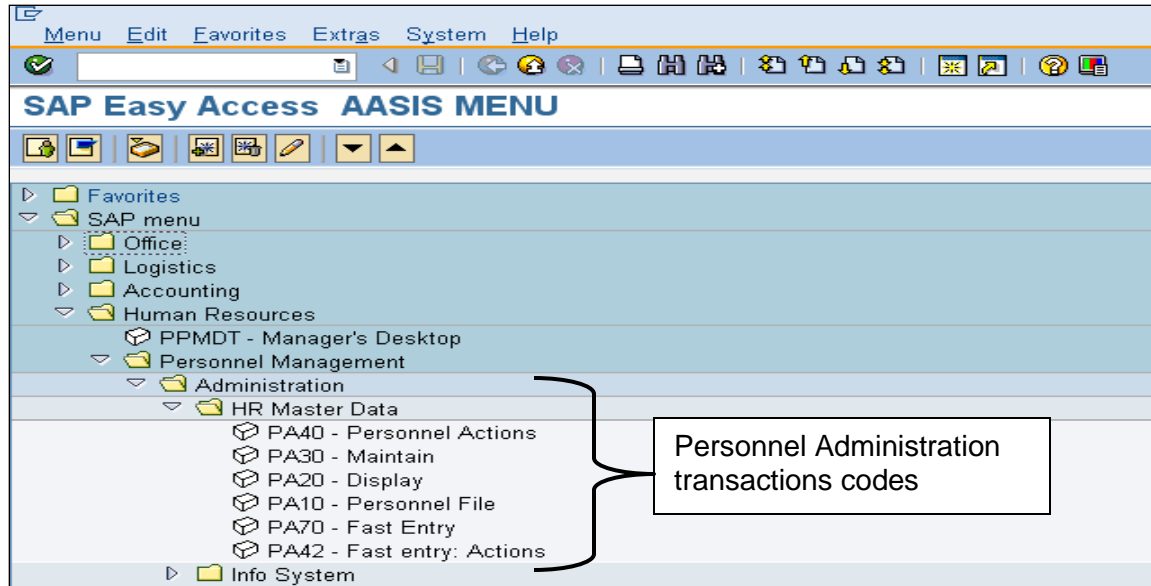
The screenshot shows the SAP Log In screen. At the top, there is a menu bar with 'User', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'SAP' and contains a 'New password' button. Below this, there are input fields for 'Client' (with the value '100'), 'User' (with a yellow highlight), 'Password' (with asterisks), and 'Language' (with a dropdown arrow).

After logging in, the *SAP Easy Access AASIS Menu* screen displays.



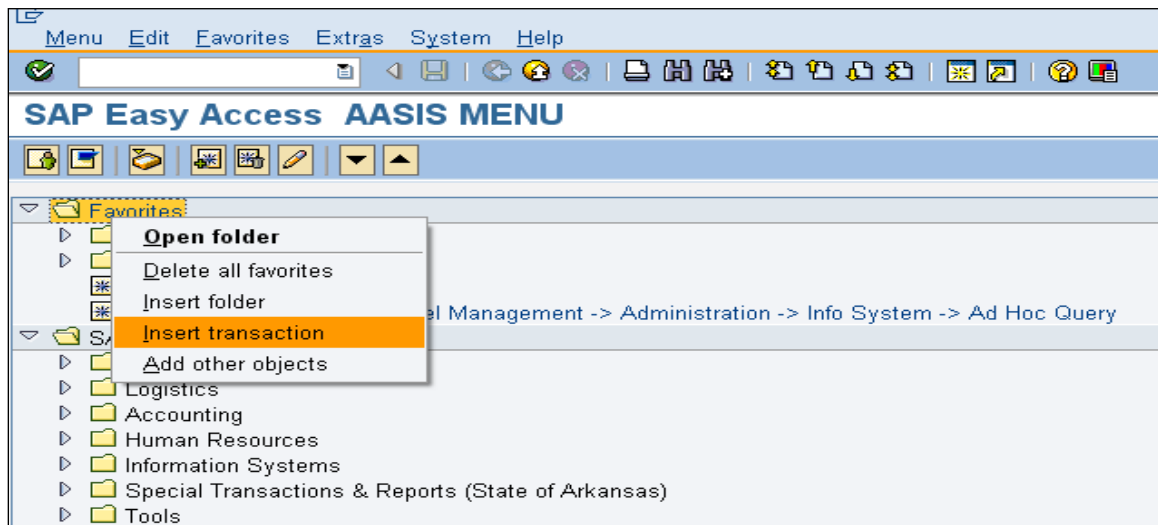
To locate the Personnel Administration transaction codes, use the following menu path:

Human Resources > Personnel Management > Administration > HR Master Data




Action Steps:

1. Right-click on *Favorites* and the drop-down menu displays.
2. Select *Insert transaction*.



3. Enter the transaction code *PA40* in the Transaction Code field.

4. <Green check mark>  and the transaction displays under Favorites.

Messages

Throughout an action, messages display in the lower left portion of the screen and serve as an alert to the end user. Similar to traffic lights, these messages appear in green, yellow, and red accompanied by a text message alerting the end user to the status of the information entered.

Look here for the messages.



Record created


Green Messages:

Complete message: This message reflects the data has been changed and it is safe to save your entries.

For example:  Record created


Yellow Messages:

Warning Message: This message displays after <Enter>  but before <Save> . This occurs during a revision process when data is updated.

For example:  Record valid from 12/09/2003 to 12/31/9999 delimited at end


Red Messages:

Error Message: This message alerts the end user that critical information is missing or incomplete. The system cannot advance due to an error.

For example:  Fill in all required entry fields

Meaning of the Angle Brackets

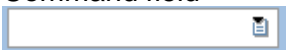










A number of keystrokes involve clicking on different icons. To help point out when to use these icons, the text description of the required action is placed between angle brackets <text> followed by a picture of the icon. For example:

<Green check mark>  means click on the “green check mark” icon to continue the process or complete the step.

For additional helpful ideas and suggestions, please refer to the “AASIS Overview and Basic Navigation” courseware.

Note: Numerous examples of employee information appear throughout this manual. The information is fictional.

Most Commonly Used Icons

ICONS	EXPLANATION OF THE ICON
Command field 	This indicates the information entered into a cell is required .
<Change> 	The change function enables a user to correct an existing record without creating a new infotype record. This function should be used only to edit incorrect data and not to update data. Changes to infotype records are not included in the history. NOTE: If change is used, history will not be created. The existing record is just overwritten. Use change with caution.
<Copy> 	The copy function allows a user to create new infotype records. It updates the infotype history. However, unlike the create function; the current data defaults on the screen. To edit the existing data, enter a different "Start" date and save as a new infotype record. The old record is delimited; but remains on file.
<Create> 	The create function enables a user to enter new data. This function is used when an infotype has not been created during the Action. Infotype history is created using the appropriate validity periods.
<Display> 	The display function displays the information but prohibits changes to all fields.
<Enter> 	The enter function confirms the data selected or entered on the screen. It does not save your work.
<Execute> 	The execute function advances to the next screen. This command is also known as copy when used in a list or pop-up box.
<Green check mark> 	The green check mark function has a number of messages associated with it including okay, continue, checked, move to the next screen, and enter.
<Next record> 	The next record function advances to the next screen without making any changes to the data.
<Overview> 	The overview function displays an overview of both current and previous records for the specific infotype.
<Save> 	The save function saves your work! Click this button to save all changes or a newly created infotype record. Re-check your entries to ensure all data is correct before using this button.